

## SUPPLY MANAGEMENT BRANCH INSTRUCTION 75-04

SUBJECT : Selection of Items for Small Purchase Branch Action

REFERENCE: LI 45-20

1. As stated in referent LI, the Small Purchase Branch (SPB) will use an Imprest Fund in performing its procurement function. Since this type of funding is separate from the Financial Property Accountability System, SPB cannot process requisitions which contain items that will be charged to a Property Procurement Allotment (PPA) number. SPB can accept requisitions which contain stock issues as well as procurement actions which fall within its charter. It will not accept split procurement requisitions, i.e., those containing items designated for procurement by Procurement Division (PD) or Interdepartmental Support Branch (IDSB).

2. According to referent procedures, customer requisitions for SPB action will be forwarded directly to Central Depot (CD). There will be no need for such requirements to be sent to Supply Management Branch (SMB) for assignment of appropriate PPA; Central Control and Distribution Branch (CCDB) will not assign a Logistics Control Number (LCN) or establish a master file; and the Data Access Center (DAC) will not input the transaction into the computer.

3. SMB will be responsible, however, for the review of routine customer requisitions for the purpose of identifying items that meet the criteria for SPB procurement action, i.e., nonstock, low-cost (usually \$200 or less), common use (SC-1, SC-0 and NNT). Until the Commodity Teams become experienced in the actual type items SPB can procure, they will have to be guided by the knowledge that SPB will use General Services Administration's (GSA) self-service stores to a great degree. SPB also has access to GSA's Blanket Purchase Agreements. The following guidelines concerning selection of items for SPB may be useful:

- a. Items which have a unit cost of \$200 or less with a further limitation of \$2500 per line item or order to a single vendor.
- b. Items available within the Washington, D. C. Market Area (Baltimore included for some items).
- c. Items identified as available from Defense Supply Agency sources if they are commercially available and represent a total line item value of \$10 or less.

~~ADMINISTRATIVE INFORMATION ONLY~~

Using Purchasing Demand  
Below PPA.

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